

Los Alamos

NATIONAL LABORATORY

Business Operations Division

BUS-5, Procurement

P.O. Box 1663, M/S P222

Los Alamos, NM 87545

(505) 667-6139; FAX (505) 665-7809

[DATE]

TO: PROSPECTIVE OFFERORS

SUBJECT: REQUEST FOR PROPOSAL (RFP) NO. H9172RFP9-31/PROFESSIONAL, TECHNICAL, AND GENERAL SUPPORT CONTRACT LABOR SERVICES

The University of California, operating the Los Alamos National Laboratory (LANL) under prime contract to the U.S Department of Energy (DOE), is requesting interested and qualified firms to submit offers in response to the subject RFP. For planning purposes, all recipients of this RFP are requested to advise, in writing, by close of business **TBD**, whether they intend to submit an offer.

This letter provides only an executive summary of the salient elements of the RFP; it is not an integral part of the RFP. In the event of any conflict between this letter and the RFP, the RFP data will prevail. Offerors are cautioned to carefully examine the entire RFP and the requirements contained therein.

It is anticipated that a labor hour (Indefinite Quantity) subcontract will be negotiated, or whichever subcontract type the University determines to be most appropriate.

The Subcontract will be for a basic period of five (5) years. The effective date of the subcontract is currently scheduled for May 1, 2001. If required, there will be a 30-day phase-in period beginning April 1, 2001, between successor and predecessor subcontractors. The phase-in portion of the work will be negotiated with the successful Offeror on a fixed-price or cost-reimbursement (no fee) basis.

Part A - General Instructions, Conditions, and Notices to Offeror is provided as general information which describes specific requirements for proposal submittal.

Part B - Representation, Certifications, and other Statements of the Offeror must be completed and returned with your proposals.

Part C - Proposal Preparation Instructions are provided; your offer must be submitted in accordance with these instructions. It is the University's policy to discourage unnecessarily elaborate proposals. Proposals should be prepared in a concise manner, consistent with Part C, to ensure that the resources of both the Offeror and the University are efficiently utilized. This RFP does not commit the University to pay any cost for the preparation and submission of proposals.

Part D - This document consists of the Proposal Evaluation and Source Selection Criteria which will be used to evaluate all qualified proposals.

- Enclosures:
- Part A – General Instructions, Conditions, and Notices to Offeror
 - Part B – Representations, Certifications, and Other Statements of the Offeror
 - Part C – Proposal Preparation Instructions
 - Part D – Proposal Evaluation and Source Selection Criteria
 - Part E – Model Subcontract w/Enclosures